

UNIVERSITY OF
SCRANTON

WEINBERG MEMORIAL LIBRARY

University of Scranton
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September 10, 1992

TO: Fr. J. A. Panuska
Mr. Paul Brown
Mr. Robert Zelno
Mr. Edward Conway
Mr. David Wilson
Mr. James Devers
Mr. Robert Checca
Mr. Charles Kratz
Mrs. Margaret Craft
Fr. George Schemel
Mr. James Burns
Dr. Frank Homer
Dr. Trudy Dickneider
Ms. Cheryl Boga
Dr. David Marx
Mr. Frank Pasquini
Mr. Martin Langan
Mr. Stephen Dembrosky
Ms. Lee Stelacone
Mr. Hal Lewis
Mr. Robert Sylvester
Mr. Gerry Zabolski
Mr. William Genello
Ms. Bonnie Strohl
Mr. Hal Lewis
Dr. John McInerney
Dr. Frank Jordan

FROM: Charles E. Kratz, Library Director *cek*

The next meeting of the Harry and Jeanette Weinberg Memorial Library Dedication Committee will be held on Wednesday, September 16th from 9:00 - 11:00 a.m. The location will be the Library Conference Room (Room 405).

A summary of our August 18th meeting and recent subcommittee meetings is enclosed.

Please let Mary Terrinoni (x4008) know if you can attend this meeting.

Thank you.

Notes for the Harry and Jeanette Weinberg Memorial Library
Dedication Ceremony
September 25, 1992
Revised September 9, 1992

TIME--The program proper will start about 3:30 p.m. Offices will be closed 1/2 hour before the ceremony. Library Staff and Physical Plant employees actively involved in the dedication will not be excused. Classes will not be canceled. Approximately 110 students are in class after 3:00 p.m. on Friday afternoons. There will be no library service from 2:30 p.m. to 6:00 p.m.

TRAFFIC CONTROL AND PARKING--The intersection of Monroe and Linden will be not be closed but traffic in that area will be discouraged and redirected by campus security and/or Royal Ambassadors. Campus security will control automobile traffic by having individuals posted at the intersections of Linden and Madison, the Loyola/Visitors Parking area and Monroe Avenue and St. Thomas Parking Lot and Monroe Avenue to discourage traffic down Linden Street. The VIP Parking lot is the Gunster lot. Special cards have been included in the invitations and are to be presented to Campus Security to allow access to the special areas. Parking Lot J will be unavailable.

RAIN PLANS--Rain plans parallel the Commencement rain plans. The call to move to the Long Center will be made by Mr. Kratz as early in the day as possible. A request to cancel gym classes on Thursday and Friday will be made. Plant personnel will begin to cover the Long Center floor on Thursday and they will set up approximately 1,000 padded chairs and do all electrical work. Television station personnel are anticipated on Thursday afternoon. John Joyce will provide power for the TV truck. The south end of the Long Center will be closed. The stage will be set up immediately in front of the curtain. The east and west bleachers will be pulled out for spectator use.

Robing of dignitaries will be in the west corridor of the Long Center. Ms. Karen Heckman and Ms. Sheila Ferraro will coordinate the robing. Table and coat racks will be required. Access to Mr. Bessoir's office to secure valuables will be needed.

University band and singers will be positioned as for commencement.

OTHER VIEWING AREA--Viewing of the ceremony on television will be provided in the Library and in Gallery for disabled visitors and others if they wish.

TIME TABLE:

Audience seated by 3:00 p.m. Orchestral prelude.
Procession starts from Long Center at 3:15 p.m.
Ceremony begins at 3:30 p.m.
Conclusion of ceremony by 4:45 p.m.
Refreshments/Open Library 4:45-6:00 p.m.
President's Dinner 6:00 p.m.

INVITATIONS--Mr. Lewis has coordinated the invitations. The response cards for the robed individuals included a line for the founding date of the institution represented. Responses are being received in the Library Director's office and are tabulated daily by Mary Terrinoni.

LOCATION--The speakers' area will be located outside the building on a platform located on Monroe Avenue easily observable from the seating on Monroe. See the plan prepared by Mr. David Wilson. All seating will be moved from the east side of the street to the west side. Padded chairs will not be used out-of-doors. Chairs will be rented. Metal stanchions from the Long Center will be used at the east curb line. Three chairs for the marshals will be set up in front of the stage.

STAGE--The stage will be 16' x 24' and will accommodate 20 people. Chairs for the stage will be the padded ones from Rock Hall. The stage will be covered in green carpeting from graduation and white cloth will be used for the apron. Steps to the stage will be located on the east side. Holders for the American and University flags will be placed on stage. The podium with the University seal and wordmark will be required. A step platform for shorter speakers will be available. The mace and mace holder will be moved from the President's office to the Library Director's office at 11:00 a.m. Two floral arrangements will be ordered for placement on either side of the podium. Water, glasses, and candy mints will be placed on a small table (ARA).

Two tables will be required for the symbolic transfer of artifacts from the old to the new library. Tables are to be provided by the Library; tablecloths by ARA.

A stage backdrop will be constructed behind the stage and covered with purple and white material.

The cornerstone will be located on the stage. Bishop Timlin will bless the stone on the stage. A platform is needed for the stone.

DISABLED ACCESS--Disabled access to activities is through the normal sidewalk provisions in the Commons area and into the Library. Disabled seating, marked by a sign from Graduation, will be located at the rear of the first seating section.

MARSHALS AND "CROWD CONTROL"--Dr. Homer has enlisted Drs. McInerney, Dickneider, Marx, and Dr. Jordan. The Royal Ambassadors have been contacted to assist with seating, program distribution, positioning and guiding the authors into the procession, guiding guests into the library for refreshments after the ceremony, etc.

SEATING--Special seating for donors, architects/contractors, city officials, invitees who choose not to robe, and library staff will be designated. The library staff will be seated where they may easily exit to take their places in the library at the end of the program). Fifty seats will be made available in a special VIP section behind seating for the processional party.

PROCESSION--The ceremony will begin with a procession forming at the Long Center and moving down the Commons to the ceremony site in front of WML. Participants who might find it difficult to walk the distance from the Long Center to WML will be picked up at Gunster.

Black and white tracker mat will be needed to cover the rough surface of the road at the aisle adjacent to the east curb line.

Participants in the Procession--The procession will include a uniformed color guard from ROTC with the American and University flags, the robed party, members of the clergy, and authors. Holders for posting the colors will be on stage.

The Robed Party--Robing will take place in the Media Resources Collection area of the Weinberg Library at the convenience of the participants. That area can be secured to protect valuables, etc. Participants can then make their way to the Long Center. Coat racks in the library will be moved to the area to hold robes and other garments. Mirrors will be needed. Coffee and soft drinks will be provided in the area (ARA). Transportation for those who are unable to walk up the hill can be provided. Dr. Homer will form the procession in proper academic order.

The robed party will include trustees, administrators (President, Vice presidents, Academic Deans), speakers, Pro Deo et Universitate members, visiting Catholic Library Association president, Jesuit institution presidents, presidents or designates of other institutions who choose to be robed, selected student representatives, the National Gateway to the Future Campaign co-chairs, the National Alumni Society Board of Governors.

Others not in Robes--The Alumni Office will recruit and organize representative alumni authors. We will ask the published authors from the entire University Community (administrators, faculty, staff, students, alumni) to bring a copy of their work(s) for donation to the library and line up along the line of march as an honor guard. The authors will join the procession as the party passes them. Royal Ambassadors will then guide the party into reserved seating.

Music. Music for the event will be provided by the University's Band and Singers. They will be positioned on the Monroe side of the building near the glass drum area. Sound system hook-up is required. No backdrop will be necessary.

THE PROGRAM--Once the procession is seated, the program will begin.

Master of Ceremonies (Mr. Kratz): Opening remarks and introduction of Dr. Passon who welcomes all.	4 min.
Provost: Introduction of honored guests	5 min.
Invocation: selected readings by Fr. Masterson and Rabbi Sandhaus	8 min.
Speakers:	

Master of Ceremonies introduces President of University	1 min.
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President delivers remarks	5 min.
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Master of Ceremonies introduces Chair of Board of Trustees 1 min.
 Chair of Board of Trustees makes remarks and introduces Robert Kelly, former trustee, now of the Weinberg Foundation 2 min.
Comment by Mr. Kelly 3-5 min.
 Mr. Kratz introduces Dr. Lee Williams 1 min.
 Dr. Williams: brief personal remarks and overall introduction of Dr. Billington. Introduces Dr. Ellen Casey who introduces Dr. Billington by reading the Honorary Degree citation. President confers degree. 10 min.
 Speech by Librarian of Congress 25-30 min.
 Musical interlude
 Vice presidents transfer symbolic items from old library to new by transferring them from one table to another.
 Librarian receives items. 4 min.
 Blessing of building, cornerstone and audience from podium by Bishop of Scranton. 2 min.
 Alma Mater

RECESSIONAL INTO THE NEW LIBRARY--Authors will be asked to rise and lead those assembled into the library. They will deposit their books on tables inside the foyer of the library. This will be sequenced by Marshals and the Royal Ambassadors. Others will file into the building. Music to be determined.

MISCELLANEOUS MATTERS

CAMPUS DECORATIONS

The pennants will be hung from all telephone and light poles around campus. Flags will be hung from the Long Center and Student Center. Bunting will be placed on all buildings that have it. The Grounds crew will police all areas and prepare Monroe Avenue for the ceremony. The Commons will be washed down the morning of September 25. Pallets of 2 bricks on the street will be moved.

REFRESHMENTS, AMENITIES, AND AFTER DEDICATION ACTIVITIES--Refreshments available in several areas of the Library. L. Stelacone is coordinating the food selections. The library will be open for guests to explore from 4:45 to 6:00 pm.; staff will be available in each area to explain operations. No library services will be available until after 6:00 p.m.

Fresh flowers will be placed throughout the library and the Plaza area will be replanted with fall flowers.

DINNER--Dinner in the Estate for the President and his guests (Weinberg Foundation representatives, etc.) Ms. Stelacone will coordinate with Development and the President's Office.

CORNERSTONE AND TIME CAPSULE--The opening in the concrete column for the time capsule will be prepared by Sordoni Construction. The cornerstone will be set after the ceremony. Madonna Savage has the time capsule.

SOUND REQUIREMENTS AND MEDIA COVERAGE--WVIA will cover the event live. Requirements for televising the event will be discussed September 8. John Joyce will coordinate the sound and power requirements with Daveland Company, Don Mecca, Ed Conway and WVIA and WNEP personnel. During the ceremony the air conditioning equipment in Weinberg, St. Thomas, and possibly Gunster will be turned off to reduce the amount of airborne noise from these units. Two or three towers approximately 8' to 12' high will be needed for audio and video equipment. Towers will be covered with white bunting materials.

Music after the ceremony and during the reception will be played through on the library's sound system.

WALK-THROUGH--A walk-through for the marshals and principals will be held on Thursday, September 24 at 4:30 p.m. at the Long Center.

Revisions based on meetings held after August 18, 1992.